State of Montana
Department of Public Health and Human Services
PO Box 4210   Helena, MT 59604

VACANCY ANNOUNCEMENT

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TITLE: Database Administrator
POSITION NO: 00640
LOCATION: Technical Services Division, Helena
STATUS: Full-Time/Permanent
UNION: MEA/MFT
PAY GRADE: Pay Plan 20, Pay Band 6
STARTING SALARY: $36,835 - $54,961 annually. Depending on
                        qualifications and internal equity.
SUPPLEMENT: Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 12, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: Late night and weekend work sessions are required. Employee is on call 24/7 to provide assistance and resolve problems encountered with the computer system.

If there are not a sufficient number of qualified applicants, a Training Assignment may be considered. In order to be eligible for a Training Assignment, applicants must possess all but two years of the required education/experience. If a Training Assignment is offered, the starting pay will be a Pay Band 5 ($33,589 - $36,835), depending on qualifications and internal equity, for the duration of the Training Assignment.

TYPICAL DUTIES: This position is responsible for installing, configuring, and testing Oracle database software; monitoring database performance and providing tuning and maintenance to ensure efficient operation; and providing database backup and recovery strategies and procedures.
KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of Oracle database structure; Oracle design; Oracle software development tools; Oracle database administration tools; and computer programming languages and practices.

<u>Skills:</u> Skilled at Oracle PL/SQL programming and Unix shell scripting.

<u>Abilities:</u> Ability to think logically; quickly grasp many new and complex ideas; reason and think quickly under pressure; and communicate concepts and standards effectively, both verbally and in writing.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in computer science or related field **AND** five years database analyst work experience. Other combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. <u>Signed</u> state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. **Transcripts may be brought to the interview;** and
4. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or

to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Database Administrator
Position: #00640
Location: Technical Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

<u>QUESTIONS</u>

<u>NOTE:</u> Answers to the following questions must be specific as to <u>dates</u> and <u>employers</u>. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your application development experience in a relational database environment. Please be specific as to number of years experience, number of programs written, development tools used, your role in the projects, and size and complexity of the systems.

2. Describe your experience in performing relational database administration tasks. Please be specific as to number of years experience, duties and tasks performed, the platforms and operating systems used, and the database management systems.